



STEAM BO.SS

boosting soft skills

The Eisenhower Matrix



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MODENA E REGGIO EMILIA

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What is the Eisenhower Matrix?

The Eisenhower Matrix is a time management tool that helps prioritize tasks based on their urgency and importance. It is named after U.S. President Dwight D. Eisenhower, known for his effective decision-making skills.

Structure of the Matrix

The matrix is divided into four quadrants:

- 1. Quadrant I: Urgent and Important**
 - **Activities:** These tasks require immediate attention and are crucial for achieving your goals.
 - **Examples:** Upcoming work deadlines, emergencies, problems that need immediate resolution.
 - **Action:** Do these tasks right away!
- 2. Quadrant II: Important but Not Urgent**
 - **Activities:** These are strategic activities that contribute to your long-term goals but do not require immediate action.
 - **Examples:** Planning, personal development, relationship building, long-term projects.
 - **Action:** Set aside regular time for these activities to prevent them from becoming urgent.
- 3. Quadrant III: Urgent but Not Important**
 - **Activities:** Tasks that require immediate attention but do not significantly contribute to your goals.
 - **Examples:** Urgent phone calls and emails, requests from colleagues that are not a priority for you.
 - **Action:** Try to delegate or reduce the time spent on these tasks.
- 4. Quadrant IV: Not Urgent and Not Important**
 - **Activities:** Tasks that have little significance and do not require immediate attention.
 - **Examples:** Browsing social media, excessive leisure activities, various distractions.
 - **Action:** Reduce or eliminate these activities.

Goals of the Eisenhower Matrix

- 1. Prioritization:** Help you distinguish between what is truly important and what is merely urgent.
- 2. Time Management:** Enable you to plan and allocate time more effectively.
- 3. Focus on Goals:** Foster greater attention on activities that lead to significant long-term results.
- 4. Stress Reduction:** Help you manage deadlines and work pressures better, reducing feelings of overwhelm.

How to Use the Eisenhower Matrix

1. **Identify Your Tasks:** Make a list of all the tasks you need to tackle.
2. **Classify Each Task:** Assign each task to one of the four quadrants.
3. **Act Based on the Classification:**
 - Tackle Quadrant I tasks immediately.
 - Schedule time for Quadrant II tasks.
 - Delegate or limit Quadrant III tasks.
 - Eliminate or reduce Quadrant IV tasks.
4. **Review and Adjust:** Regularly review your tasks and priorities to adapt the matrix to your needs.

Practical Application Examples in Classroom

- **During Lessons:** Teach students how to classify their activities using the matrix, encouraging them to make informed decisions about how to organize their time.
- **Group Projects:** Use the matrix to plan the necessary steps and deadlines for projects, ensuring that important activities are not overlooked.
- **Exam Preparation:** Encourage students to use the matrix to organize their study time, dedicating time to areas that require more attention.

Exercise 1: Project Planning

Activities:

1. Define the project objectives
2. Research relevant information
3. Create a timeline of activities
4. Prepare a final presentation
5. Meet with the team for project review

Instructions:

1. Write each activity on a sheet of paper or a whiteboard.
2. Classify the activities in the Eisenhower Matrix.
3. For each quadrant, choose the three most critical activities and plan how you will tackle each of them in the coming days.

Exercise 2: Daily Project Activities

Activities:

1. Write the progress report
2. Test the prototype
3. Update the technical documentation
4. Answer team members' questions
5. Participate in a coordination meeting

Instructions:

1. List these activities on a sheet.
2. Use the Eisenhower Matrix to classify them.
3. Discuss with a colleague which activities could be delegated or postponed to focus on the most important ones.

Exercise 3: Risks and Issues

Activities:

1. Identify potential project risks
2. Create mitigation strategies
3. Address a technical issue that has arisen
4. Consult an external expert
5. Prepare a report on project expenses

Instructions:

1. Write the activities on a sheet.
2. Classify each activity in the Eisenhower Matrix.
3. For the activities in Quadrant I, develop a detailed action plan on how to manage them.

Exercise 4: Final Project Review

Activities:

1. Verify compliance with required standards
2. Gather feedback from participants
3. Prepare the presentation for the client
4. Develop a plan for the next phase of the project
5. Review the final budget

Instructions:

1. List these activities on a sheet.
2. Use the Eisenhower Matrix to classify them.
3. Choose one activity from each quadrant and plan the time needed to complete it.

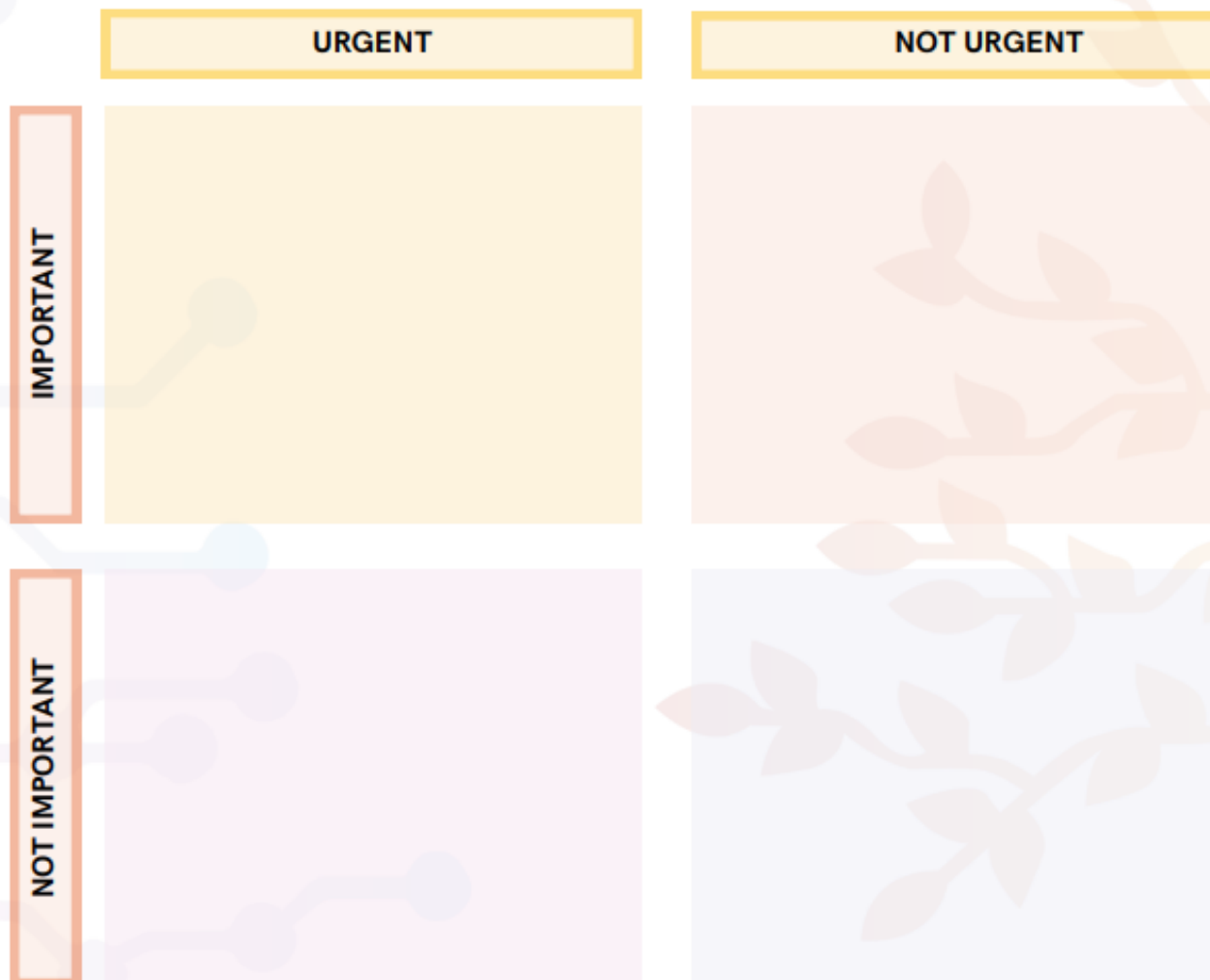
Exercise 5: Reflection and Learning

Activities:

1. Analyze the project results
2. Document lessons learned
3. Share feedback with the team
4. Plan the next project
5. Update personal skills

Instructions:

1. Write the activities on a sheet.
2. Classify each activity using the Eisenhower Matrix.
3. Reflect on what you learned from using the matrix and how it could help you in managing future STEM projects.





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